



ACADEMIC MANAGEMENT DIVISION REGISTRAR DEPARTMENT

GRADUATE ATTIRE RENTAL / PURCHASE APPLICATION FORM

Form no. : AMD/KNV/4
 K4 Form
 Edition: 3
 Amendment: 3
 Effective date : 18/1/2024

PLEASE READ CAREFULLY

*Kindly email the completed form together with supporting documents to konvo@utm.my

TYPES OF APPLICATION				
TYPES	RENTAL	√	PURCHASE	√
Checklist	Completed K4 Form		Completed K4 Form	
	Copy of applicant's MyKad / Passport / Student Matric Card		Copy of applicant's MyKad / Passport / Student Matric Card	
	Copy of Senate Letter (Current Graduand) / Certificate (Alumni)		Copy of Senate Letter (Current Graduand) / Certificate (Alumni)	
	Original Certificate or Cash Deposit		Proof of online payment / Receipt	
Terms & Conditions	1. The rental period is limited to five (5) working days from the date of rental. A penalty of MYR5 per day will be imposed for returns after this period. 2. Graduates are entitled to a one-time, complimentary rental of the convocation robe. Please present your original certificate as collateral. 3. For subsequent use following the complimentary use, the rental fee is RM60 for alumni and RM50 for UTM Staff. 4. In the event of any alterations, damage, or loss of the robe, fines will be based on the full purchase price of the robe. 5. Collection by representatives on behalf of the renter is not permitted.		1. Convocation attire purchases are exclusively available to UTM graduands and UTM Alumni. 2. Collection by representatives on behalf of the purchaser is permitted. How to make an online payment: 1. Visit the UTM payment portal website at: payhub.utm.my 2. Choose Category: CONVOCATION 3. Add to Cart: UTM ROBE ATTIRE 4. Choose the relevant item for purchase: a) UTM ROBE ATTIRE PURCHASE DIPLOMA, or b) UTM ROBE ATTIRE PURCHAS BACHELOR, or c) UTM ROBE ATTIRE PURCHASE MASTER, or d) UTM ROBE ATTIRE PURCHASE PHD 5. Receive a payment slip via email	

APPLICANT'S PARTICULAR	
Full Name:	
MyKad / ISID / Matric No.:	
Tel. No.:	Year of Convocation:
School / Faculty:	
Email Address:	
REPRESENTATIVE'S PARTICULAR (if applicable)	
Full Name:	
MyKad / Passport No.:	Relationship:

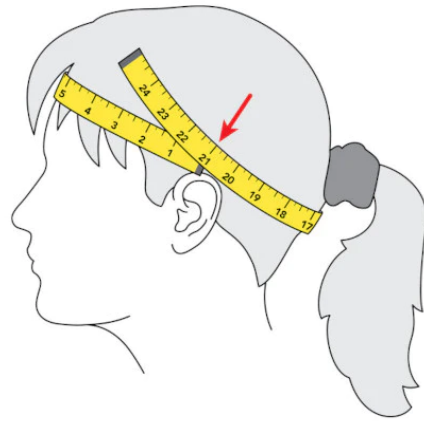
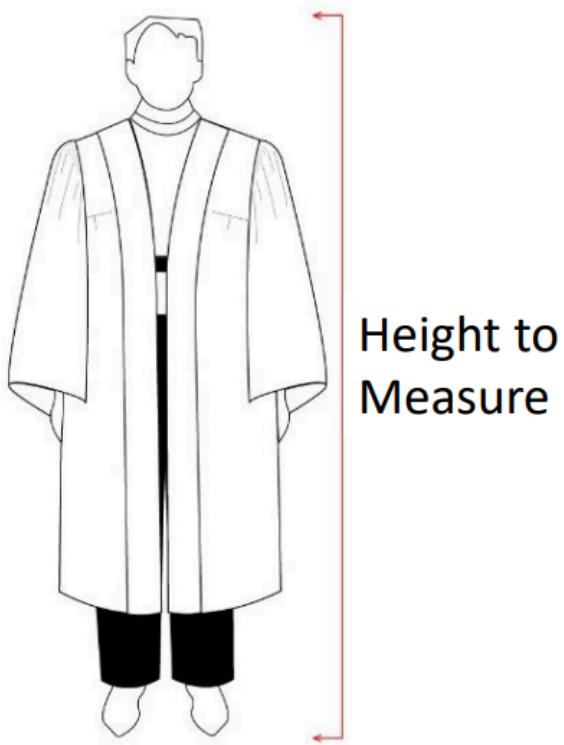
ATTIRE'S CATEGORIES						
Tick (√)	Attire Set	Attire items	Purchase (MYR)	Rental (MYR)	Robe Size	Bonnet Size
	Academician	Robe, Lapel, Bonnet	-	50.00		
	PhD		1,000.00	60.00		
	Master Degree	Robe, Lapel, Mortarboard	800.00	60.00		
	Bachelor Degree		700.00	60.00		
	Diploma		600.00	60.00		

RENTAL		PURCHASE	
Tick (√) where applicable below:		UTM Payhub payment details are as followed:	
<input type="checkbox"/>	Original Certificate for collateral	Ref. No.:	
<input type="checkbox"/>	Cash Deposit (MYR):	Amount:	
		Date of Payment:	

DECLARATION	
<p>I hereby confirm that I agree to all of the terms and conditions and have prepared the complete documentation required for the application to rent/purchase convocation attire.</p>	
Applicant's Signature:	Date:

RETURN (for rental only)	FOR OFFICE USE
Tick (√) where applicable below	Prepared by:
	Date of form receipt:
<input type="checkbox"/>	Received my original certificate.
<input type="checkbox"/>	Received the cash deposit
<p>I hereby return the graduate attire in good condition and confirm that I have received the original certificate / cash deposit.</p>	
Applicant's Signature	Officer's Signature:
Date:	Date:

ROBE AND BONNET MEASUREMENT REFERENCES



ROBE SIZE	HEIGHT (cm)
S	151 - 160
M	161 - 170
L	171 - 180
XL	181 - 190

BONNET SIZE (inch)
21
22
23